Policy Guidelines

for Hosting National/International Sport and Recreation Events in Alberta

Alberta
RECREATION AND PARKS

89-04792/

Guidelines

for the Provision of Financial Assistance
from Alberta Recreation and Parks in
Support of Hosting National and
International Events in Alberta

PURPOSE:

To promote and assist the effective hosting of national and international sport/recreation events within the province of Alberta by providing financial assistance and consultation services.

WHO CAN APPLY: Provincial Sport and Recreation Associations recognized by Alberta Recreation and Parks under Regulation 235/75 Schedule J. Under exceptional circumstances in which it is not appropriate for the provincial association to be the responsible host agency, the application may be made by registered associations under the Companies Act (Part a.) or the Societies Act.

INTENT TO MAKE APPLICATION: A letter of intent to apply for a hosting grant should be submitted to Alberta Recreation and Parks 12 months prior to the date of the event. Since limited funds are available in this program, priority is given to events in the order in which applications are received.

APPLICATION DEADLINE: A completed application form together with all required attachments must be submitted six months prior to the event. Applications received after this time will be considered at the discretion of Alberta Recreation and Parks, Recreation Development Division.

ELIGIBLE EVENTS: The following events/activities would be eligible for funding consideration under this program:

1.a.) National gatherings for individual sport/recreation events that are bonafide sanctioned national championships (where the national champion for that activity is declared for that year.)

b.) National gatherings for sanctioned conferences/symposiums (where the gathering is the association's major conference for that year.)

2.a.) International gatherings for individual sport/recreation events that are sanctioned international championships such as world cups or world championships (where the international body declares an international champion.)

b.) International gatherings for sanctioned conferences/symposiums (where the gathering is the major conference of the association.)

Note for above eligible events:

1. These events must be open events that are not restricted to the members of a certain group or club. Standards, age categories or categories of disabilities may be established for such events.

2. Priority will be given to applicants who did not receive hosting financial assistance in previous years.

DEFINITIONS:

1. National Event:
   An event that includes representation from no less than six provinces/territories. (Under exceptional circumstances an event with a lesser number may be considered due to the nature of the event.)

2. International Event:
   An event that includes representation from no less than six countries. (Under exceptional circumstances, an event with a lesser number of representatives may be considered, due to the nature of the event.)

LEVEL OF SUPPORT:

The Government of Alberta will fund one quarter of the allowable operation expense stated in the submitted budget, up to a maximum amount as follows:

1. a) National Championships – maximum amount: $4,000.00

   b) National Conferences – maximum amount: $2,000.00

2. a) International Championships – maximum amount: $6,000.00 per fiscal period, up to a total maximum amount of $18,000.00 over a three year period.

   b) International Conferences – maximum amount: $2,000.00

Note for level of support:

1. Where one quarter of the allowable operational expenses is less than the maximum amount allowed, the event will receive the one quarter amount.
2. Where one quarter of the allowable operational expenses is greater than the maximum amount allowed, the event will receive the maximum amount for that type of event.
3. For international championships to be eligible for the total $18,000.00, the completed application must be submitted at least three fiscal periods prior to the date of the event and one quarter of the allowable operational expenses must be $18,000.00 or greater. Where one quarter is less than $18,000.00, the event will be eligible to receive the one amount.

ALLOWABLE OPERATIONAL EXPENSES:

Facility Costs
- rental costs
- computer cost/rental
- equipment cost/rental

Office Expenses
- office rental
- telephone
- stationary and postage
- supplies/equipment
- registration costs
- printing
- secretary expenses (for event only)

Officials
- accommodation/meals
- honoraria
- training
- flags
- uniforms
- internal provincial travel

Organizational Expenses
- meetings
- room rental
- internal travel within the host area

Fees
- insurance
- sanctions
- legal
- medical
- translation

Communications
- public relations
- advertising
- posters
- brochures
- buttons

Special Events
- opening/closing ceremonies
- banquet

Recognition Awards
- volunteer recognition
- awards/trophies

EXPENSES NOT ELIGIBLE FOR FUNDING:

- out of province travel
- liquor
- meals
- athlete accommodation
- social functions

TERMS AND CONDITIONS OF THE HOSTING PROGRAM:

- The Government of Alberta reserves the right to refuse, at any time, any application that does not meet the terms and conditions or procedural arrangements of this policy, as outlined herein and/or for budgetary reasons.

- The provincial government also reserves the right to alter this hosting policy and program at any time without giving prior notification.

- The Minister may pay out any grant in a lump sum or by installments.

- The applicant receiving the grant shall:

a) produce an audited financial statement and report within 90 days of the event's completion. This statement is to be signed by the association president (or event chairman) and one other member.

b) if requested, allow the Provincial Auditor or his representative to examine the applicant's books and records to determine whether or not any grant monies paid by the Minister under these regulations have been properly expended.

c) recognize Alberta Recreation and Parks as a sponsor of the event. This includes identification in all publications released after the government grant approval, and also displaying of the government banner at the event.

d) provide acceptable medical/paramedical personnel and equipment at the event.

e) advise of organizing committee meetings in order that department staff may attend in an ex-officio capacity.

f) provide minutes of all committee meetings, results of the competitions, and a copy of the final report to the department's Host Program Coordinator.

Submit applications to:

Host Program Coordinator
Provincial Program and Leadership Development Section
Provincial Recreation and Sport Services Branch
Recreation Development Division
Alberta Recreation and Parks
9th Floor, Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta
T5J 3N4

Alberta
RECREATION AND PARKS

HOSTING APPLICATION FOR NATIONAL/INTERNATIONAL EVENTS

Name of Event: _____

Category of Event (eg. Senior Men's): _____

Date: _____ Location: _____

Name of recognized association/federation:

_____

Incorporated under: Registration No.

Alberta Societies Act _____

Alberta Companies Act _____

Other (please specify) _____

Date of Incorporation _____ _____ _____
Year Month Day

If this hosting application is approved, to whom should the cheque be sent? (Association President, Treasurer or Professional Staff)

Name of Individual: Mr., Mrs., Miss, Ms. _____

Title of Individual: _____

Address: _____

_____

Postal Code _____ Phone Number (res.) _____

(bus.) _____

Name of Host Chairperson for this Event: _____

Address: _____

_____

Postal Code _____ Phone Number (res.) _____

(bus.) _____

1.0 Please include the following letters with your application:

1.1 Letter of sanction from your Provincial Association.

1.2 Letter of sanction from your National Association.

1.3 Letter of sanction from your International Association (if applicable).

1.4 Letter of acknowledgement from the Municipal Government, identifying committed and/or potential support for the event.

1.5 Letter of acknowledgement from the facility/site where the event will take place.

2.0 Please answer the following questions with regard to this hosting application.

2.1 List of provinces/countries invited or expected to attend:

a. _____ g. _____

b. _____ h. _____

c. _____ i. _____

d. _____ j. _____

e. _____ k. _____

f. _____ l. _____

2.2 Please answer the following questions if your hosting application is for a **championship/competition**.

a. Number of athletes invited or expected to attend? _____

b. Number of coaches invited or expected to attend? _____

c. Number of officials (i.e. referees) invited or expected to attend? _____

2.3 Please answer the following questions if your hosting application is for a **conference/symposium**.

a. Number of delegates invited or expected to attend? _____

b. Number of speakers invited or expected to attend? _____

2.4 a. Please indicate the amount of funds requested through the Hosting Program.

b. Please indicate the amount of funding from the Municipal Government.

c. Please list other sources of funding for this event.

Source	Amount
_____	_____
_____	_____
_____	_____

3.0 Please list any major national, international or invitational event hosted by your association in the past 2 years.

Event: _____ Date: _____

Location: _____ Alberta Recreation and Parks Hosting Grant Received: $ _____

Event: _____ Date: _____

Location: _____ Alberta Recreation and Parks Hosting Grant Received: $ _____

Event: _____ Date: _____

Location: _____ Alberta Recreation and Parks Hosting Grant Received: $ _____

Event: _____ Date: _____

Location: _____ Alberta Recreation and Parks Hosting Grant Received: $ _____

4.0 What facilities will you be using for this event? _____

_____

4.1 Do they meet the minimum standards of your International/National Federation? _____

4.2 Do they require upgrading? _____

5.0 Who are the other sponsoring agencies? Please provide letters of agreement in principle from them.

6.0 Is there any involvement or services being provided by other provincial departments and/or crown corporations (e.g., Alberta Sport Council, Recreation Parks and Wildlife Foundation, Bureau of Public Affairs, Travel Alberta)? If yes, please describe.

7.0 If this application is for an international event, does your federation have existing hosting requirements and regulations covering the hosts' responsibilities relating to meals, accommodation, travel etc?

___ ___
yes no If yes, please provide a copy of the document.

8.0 Please indicate the type of medical/paramedical personnel that will be available at the event. (i.e., St. John Ambulance).

9.0 Please provide a complete budget for the event. This budget must include all projected operating costs, and revenue related to the event. Attach the budget to the application.

10.0 Please provide an organizational chart outlining the proposed structure of the organizing committee and sub-committee, including duties and areas of responsibility for each position, with names of designated personnel. Attach the document to the application.

To the best of my knowledge, all information provided in this application is correct. I understand that if actual participation and other data differs greatly from this information, the financial assistance (or appropriate portion of it) may have to be returned to Alberta Recreation and Parks. I have read and agree to carry out the TERMS AND CONDITIONS OF THE HOSTING PROGRAM as outlined in the POLICY GUIDELINES.

Signature of Association President	Signature of Association Treasurer
Date	Date

APPLICATION CHECK LIST

Check List:

_____ 1. Have you provided the name of the individual to whom the cheque should be made payable?

_____ 2. Have you provided the name of the individual who will be the contact for the event?

_____ 3. Are the following letters included?

- _____ i) Letter of sanction from your Provincial Association
- _____ ii) Letter of sanction from your National Association
- _____ iii) Letter of sanction from your International Association, if applicable
- _____ iv) Letter of acknowledgement from the Municipal Government
- _____ v) Letter of acknowledgement from the facility/site operators

_____ 4. Have you answered the 8 questions?

_____ 5. Have you attached the budget?

_____ 6. Have you attached an organizational chart for the event?

_____ 7. Has the Association President and Treasurer signed the application?

_____ 8. Have you retained a copy of the application for yourself?

PLEASE NOTE: If you have not checked all of the above blanks, your application is **not** complete.

Submit applications to:

Host Program Coordinator
Provincial Program and Leadership Development Section
Provincial Recreation and Sport Services Branch
Recreation Development Division
Alberta Recreation and Parks
9th Floor, Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta
T5J 3N4

Alberta
RECREATION AND PARKS